Interagency Committee for **OUTDOOR RECREATION**

NOVA PROGRAM:

EDUCATION/ENFORCEMENT

Policies and Project Selection

13

IAC's Mission

...Is to foster the protection and enhancement of Washington's natural and outdoor recreation resources for current and future generations. We do this through funding, technical assistance, research and policy development, coordination, advocacy, and encouraging long-term stewardship. Our service reflects a commitment to public participation, openness, fairness, and efficiency.

Contents

SECTION 1 – PROGRAM OVERVIEW

ABOUT IAC   IAC (Interagency Committee for Outdoor Recreation) was created in 1964 by a vote of the citizens of the state of Washington. This Executive branch state agency consists of five citizen members appointed by the Governor, and the Directors (or designees) of the Department of Fish and Wildlife, the Department of Natural Resources, and the State Parks and Recreation Commission. IAC's staff consists of a Director appointed by the Governor and others engaged in administrative, planning, and project functions. IAC is a planning and grants agency and does not operate facilities. Its grant programs include funding for general park and recreation, boating, trails, water access, habitat conservation, off-road vehicles, and shooting/archery range purposes.

INFORMATION SOURCES   IAC encourages anyone interested in its programs to contact its staff at:

Natural Resources Building   Phone (360) 902-3000
1111 Washington Street, Floor 2 East   FAX   (360) 902-3026
P.O. Box 40917   TDD   (360) 902-1996
Olympia, Washington 98504-0917   Email: info@iac.wa.gov
                                                               http://www.iac.wa.gov/

Workshops   IAC conducts workshops annually to provide information about its funding programs. These sessions are typically held each year in several state locations. Scheduling is usually completed in early January. Call for information about dates and locations.

All meeting sites are certified by facility managers as barrier free according to current *State Building Code* or *Americans With Disabilities Act* standards. To request other disability accommodations, such as listening aids and/or alternative format handout material, contact IAC at least 14 days in advance of the event.

Programs, Schedules   Each January, IAC publishes a description of all of its grant programs. This information is available on IAC's web page. It contains an outline of basic program information such as estimated funding, grant limits, eligible sponsors, and important dates. Additionally, IAC prepares annual schedules for all grant programs. These schedules identify important application deadlines as well as meeting dates and locations.

Related Publications   Related IAC program manuals include:

‣ *Funded Projects: Policies and the Project Agreement - #7*
‣ *Reimbursements: IAC Grant Programs - #8.*

MANUAL AUTHORITY   The authority and policies for this publication are from Chapter 46.09 RCW and Title 286 WAC. Matters of policy relating to this manual may be altered only through a majority vote of IAC's board in a public meeting.

MANUAL SCOPE AND PROGRAM BACKGROUND   This manual provides information on the Education-Enforcement (E&E) Category, one of the NOVA Program's four funding categories[1]. The E&E category is charged with helping to preserve and satisfy access to such activities as: cross-country skiing, hiking, horseback riding, mountain bicycling, hunting, fishing, sightseeing, trail and competition motorcycling, and riding all-terrain vehicles and four-wheel drive vehicles. This manual provides the reader with a basic understanding of:

‣ Program requirements
‣ Eligibility
‣ Project review and evaluation criteria.

In 1972, under Chapter 46.09 RCW, the legislature set aside one percent of the state's gasoline fuel excise tax to provide funding for what is today called the NOVA Program. This legislation was amended several times, notably in 1986, in part to provide funding for nonmotorized trails activities. Another major revision took place in 2004 when amendments included:

‣ A revised set of definitions
‣ New fund distributions
‣ Updated Advisory Committee
‣ Creation of a new funding category (*Nonhighway Road [NHR]*)
‣ Broadening of the E&E category to include NHR and nonmotorized (NM) activities.

NOVA PLAN   The *2002-2008 NOVA Plan* establishes policies and priorities for the NOVA program. Applicants are encouraged to review the *Plan* to become familiar with these policies and priorities. Copies of the *Plan* are available from IAC at www.iac.wa.gov.[2]

Purpose. E&E projects support the provision of quality opportunities for NOVA recreationists – opportunities that protect user needs, are environmentally responsible, and minimize conflict between user groups. E&E funding is intended to encourage responsible recreational behaviors through positive management techniques.

Field Contacts. Encourage projects that primarily employ in-field contact with users during high use seasons.

Target current users. Concentrate scarce E&E resources on current recreationists to maximize the benefits.

Goals, objectives. Provide project goal and objective information as part of the application process and demand and need information as a part of the evaluation process.

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[1] See IAC Manual 14 for information on the Nonhighway Road, Nonmotorized, and Off-Road Vehicle categories.

[2] The 2002 NOVA Plan was adopted before passage of SHB 2489 (2004) which now allows E&E funds to support all NOVA categories, not just ORV. For this reason, the following text was updated to reflect possible future changes to the Plan.

Funding caps. Establish a full time employee equivalent position limit of $54,000/year while maintaining a $30,000 limit on capital purchases.

Two year projects. Fund E&E projects for up to two consecutive years.

The evaluation questions found later in this manual endeavor to select proposals that foster these policies.

ALLOCATION OF FUNDS
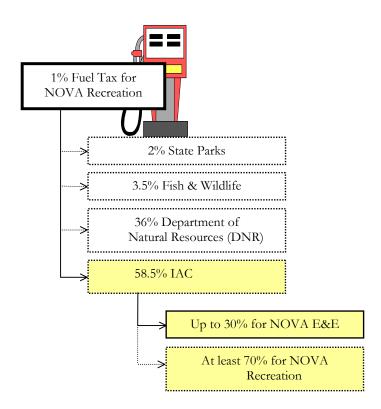
To comply with chapter 46.09.170 RCW, each year, the State Treasurer refunds one percent of motor vehicle fuel tax revenues which are then credited to NOVA programs as follows (Figure 1):

‣ State Parks (2%)
‣ Washington Department of Fish and Wildlife (3.5%)
‣ Department of Natural Resources (36%)
‣ Interagency Committee for Outdoor Recreation (58.5%).

The funds credited to IAC are used in the NOVA grant program and are divided as follows:

‣ Up to 30% for *NOVA E&E Programs*
‣ At least 70% for *NOVA Recreation Programs*.

Figure 1. Allocation of NOVA E&E Funds

Funding Process   Funding recommendations for allocation of IAC's *NOVA E&E Program dollars* are derived as follows.[3] Using IAC adopted evaluation questions, E&E projects are scored by the Advisory Committee and ranked. Then, in ranked order, staff applies 30% of IAC's 58.5% fuel tax allocation (Figure 1) to identify the projects that could be fully and partially funded. Projects that can be fully funded are recommended to IAC's board for grants.

If possible, an accommodation is made for any "on the line" project (the lowest ranked proposal which is partly in and partly outside of the funding recommendation). For example, IAC may ask the applicant if it can perform a viable project with reduced funding.

Less than the 30% may be applied to E&E projects under some circumstances, including an insufficient number of applications received, or too few high scoring projects received. If this were to occur, the Advisory Committee may recommend that remaining dollars be added to the next E&E funding cycle or allocated to the current year's NOVA recreation project category.

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[3] In a parallel process, IAC allocates NOVA Recreation Program dollars.

SECTION 2 – POLICIES

PROGRAM PURPOSE

The purpose of the E&E program is to support the provision of quality opportunities for NOVA recreationists – opportunities that protect user needs, are environmentally responsible, and minimize conflict between user groups. E&E funding is intended to encourage responsible recreational behaviors through positive management techniques. By law, funds may only be used for activities directly related to the activities supported by the NOVA program. RCW 46.09.170

ELIGIBILITY

Under RCW 46.09.240, the following are eligible to receive E&E grants:

Eligible Applicants

- Counties
- Municipalities
- State Agencies.
- Federal Agencies
- Native American Tribes

Eligible Activities

E&E activities must be directed to • nonhighway road recreational users, • nonmotorized recreational users, and/or • ORV recreational users. The following definitions are from RCW 46.09.020.

> **Nonhighway Recreational User:** Means a person whose purpose for consuming fuel on a nonhighway road or off-road is primarily for nonhighway road recreational purposes, including, but not limited to, hunting, fishing, camping, sightseeing, wildlife viewing, picnicking, driving for pleasure, kayaking/canoeing, and gathering berries, firewood, mushrooms, and other natural products.

> **Nonmotorized Recreational User:** Means a person whose purpose for consuming fuel on a nonhighway road or off-road is primarily for nonmotorized recreational purposes, including, but not limited to, walking, hiking, backpacking, climbing, cross-country skiing, snowshoeing, mountain biking, horseback riding, and pack animal activities.

> **ORV Recreational User:** Means a person whose purpose for consuming fuel on nonhighway roads or off-road is primarily for motorized recreational purposes, including but not limited to riding an all-terrain vehicle, motorcycling, or driving a four-wheel drive vehicle or dune buggy.

Eligible Program Activities

Two primary program activities are eligible for E&E funding:

> **User Education.** Education programs may include information on safety, land use ethics, laws, opportunities, and environmental issues. Such programs seek to instruct and coordinate with NOVA recreationists in various ways, including:

- Engaging individual NOVA users (preferably by field contacts)
- Engaging organized NOVA user groups (preferably by field contacts)
- Providing recreation information and E&E materials for public distribution to equipment dealers and other public and commercial outlets
- In-school programs geared toward current NOVA users
- Work with advisory committees
- Preparing information for maps, web pages, and other

information sources.

Law Enforcement. Direct officer enforcement contact programs with NOVA recreationists are eligible for funding, especially those that encourage responsible recreational behaviors through positive management techniques. Eligible enforcement activities include:

‣ Resolution of conflicts and complaints

‣ Issuing warnings and citations to violators

‣ Protection of resources and facilities

‣ Vandalism prevention.

Eligible Program Costs

Only these costs are eligible for reimbursement under the E&E program (includes rental):

Capital Equipment.

1. All-terrain vehicle	7. Motor vehicles
2. Cameras	8. Motorcycles
3. Cellular phones	9. Radios
4. Computer equipment	10. Trailers
5. Metering equipment	11. Vehicle enforcement equipment.
6. Mountain bicycles	

Operating Expenses.

1. Advertising	15. Postage
2. Clothing	16. Printing, binding, copies
3. Computer software	17. Publications
4. Consultants	18. Repairs, maintenance
5. Equipment rental	19. Salary and benefits
6. Forms, maps, stationary	20. Stakes and flagging
7. Fuel	21. Supplies, general
8. Insurance, general	22. Telephone
9. Insurance, liability	23. Tools, small and minor equip.
10. Laundry	24. Training
11. Meeting rooms	25. Utilities -water, gas, etc.
12. Mileage	26. Vehicle lease
13. Operational storage	27. Vehicle use.
14. Per diem	

Ineligible Program Costs

Costs not *directly* related to the funded program are not eligible for reimbursement or for use as an applicant's matching share. This includes:

1. Overhead and/or indirect costs

2. Any personnel cost related to non-NOVA activities, including dispatch services, overhead costs

3. Purchases not wholly dedicated to E&E

4. Costs related to supervision of field staff

5. Charges in excess of the lowest acceptable bid when competitive bidding is

required, unless IAC's director agrees to the higher costs prior to the award of an agreement

6. Costs associated with securing NOVA grants, including preparation of IAC applications, and travel expenses including per diem for attending IAC evaluation and funding meetings

7. Office rental.

OTHER FUNDING POLICIES

E&E grants may be for up to 100 percent of a project's total cost. Its contribution to any single project application, however, is limited:

Fund Assistance Limits

▸ Capital equipment grants are limited to $30,000 per two-year grant cycle per applicant for any item or combination of capital items listed in this manual.

▸ Personnel grants are limited to $54,000 per year per full-time equivalent (FTE) employee, including related items, or combination of items, listed in this manual. Costs for projects involving less than an FTE will be prorated by percentage. For example, the maximum eligible reimbursement for a half FTE is $27,000.

E&E Program Assistance Limits Summary	
Assistance Item	**NOVA Assistance Limit**
Capital Equipment	$30,000/applicant/2 year period
Personnel (including related items)	$54,000/FTE/year

Program Fees, Income

Income derived from an IAC assisted activity (for example, from training and/or publication sales) is guided by WAC 286-13-110 ("Income, income use"), Manual 7: *Funded Projects: Policies and the Project Agreement* (Nonrecreational Income Derived During/After The Project Agreement Period), and the Project Agreement.

Funds to Augment

NOVA funding is intended to enhance the capabilities of recreation providers and managers. It is designed to achieve results that would not be possible without state funding. It shall not replace other funding. For example, it may not be used to support enforcement activities that would otherwise occur without state funds.

WAC 286-13-080

Matching Shares

Applicants that reduce the NOVA grant amount by contributing a part of a project's expenses (called an applicant's "matching share") usually rate more highly in the evaluation process. Such resources may include cash and costs that are eligible for funding reimbursement. ("Eligible Program Costs," page 6.) Such contributions may include the donation of labor, equipment, and materials.

IAC seeks to financially support projects that provide high benefits when compared to costs. At times, this goal becomes a challenge when the number of quality projects exceeds available grant dollars. When this occurs, IAC usually asks applicants to voluntarily scale back grant requests in order that more projects may be funded. IAC may also seek reduction or elimination of certain project

elements in order to stretch available funding to other worthwhile proposals.

EQUIPMENT POLICIES

Equipment Management

Sponsors must maintain a record of all capital equipment purchased under an IAC agreement. The sponsor, not IAC, always takes title. This inventory record begins with the list of any capital equipment purchases proposed in the project application. On IAC approval of the project, this listing is entered into the Project Agreement.

1. The sponsor's capital equipment records shall include:
   a) A description of the equipment.
   b) Manufacturer's serial number (model, stock, vehicle identification, or other unique number securely affixed to the equipment).
   c) Source of the equipment, including grant or other agreement number.
   d) Acquisition date and cost.
   e) Percentage of sponsor participation in the cost of the project or program for which the equipment was acquired as specified in the Project Agreement.
   f) Location, use, and condition of the equipment and the date the information was reported.
   g) Ultimate disposition data, including date of disposal and sale price (including the method used to determine current fair market value when a sponsor compensates IAC for its share) if sold.

2. The sponsor shall conduct a physical inventory of equipment and reconcile the results with previous records at least once every two years. Any differences in this physical inspection and those shown in the accounting records shall be investigated by the sponsor to determine the causes of the difference. In connection with the inventory, the sponsor shall verify the existence, current use, and continued need for the equipment. ***A detailed written report on the results of this inventory shall be provided to IAC by December of each odd numbered year.***

3. The sponsor shall institute a control system to ensure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft shall be investigated and fully documented. The sponsor shall promptly notify IAC of any such occurrence.

4. The sponsor shall establish adequate maintenance procedures to keep the equipment in good condition.

5. When the sponsor disposes of the capital equipment (see below), procedures that provide for fair competition, to the extent practicable, and result in the highest possible return, shall be established.

Equipment Liquidation

The sponsor shall use the capital equipment in the project or program for which it was acquired as long as needed, whether or not IAC support continues. After this time, the following shall apply:

1. *Sponsor wishes to retain the equipment.* When the sponsor no longer needs the equipment as provided above, it may be used for other activities as follows:
   a) Original cost of $1,000 or less: The sponsor may use the capital

equipment for other activities without reimbursement to IAC, or sell the capital equipment and return the proceeds to IAC.

b) Original cost of more than $1,000: The sponsor may retain the capital equipment for other uses provided compensation is made to IAC. The amount of compensation shall be computed by applying the percentage of IAC participation in the cost of the original project, as specified in the Project Agreement, to the current fair market value of the equipment.

2. *Sponsor does not wish to retain the equipment.* If the sponsor has no need for equipment with further use value, the sponsor shall request disposition instructions from IAC.

If so instructed, the sponsor shall sell the equipment and reimburse IAC an amount computed by applying to the sales proceeds the percentage of IAC participation in the cost of the original project as recorded in the signed Project Agreement. The sponsor may retain from the IAC share an amount that accurately reflects any selling or handling expenses, so long as these expenses do not exceed $100 or ten percent of the sale amount, whichever is less.

SECTION 3 – TIMELINE

Process Overview

This timeline provides an overview of the process. While the timeframe and order of the elements remains consistent each grant cycle, IAC's Director may adjust actual dates. For this reason, and since other important deadlines exist, *applicants are encouraged to obtain the full NOVA schedule, revised prior to each grants cycle.*

Funding in IAC's E&E grant program typically occurs in odd years only.

January/February/March

Workshops. IAC conducts workshops annually to provide information about its funding programs. These sessions are typically held each year in several state locations. Scheduling is usually completed in early January. Call for information about dates and locations.

October 1st

Application Deadline. Each applicant is assigned an IAC Outdoor Grants Manager to provide assistance with the application process. A list of grant managers and their geographical assignments is available from IAC (www.iac.wa.gov).

November/December

Project Review. Reading through applications provided by IAC staff, each Advisory Committee member provides written comments that, if implemented by the applicant, would likely improve the projects' evaluation score.

The NOVA Advisory Committee is composed of recreationists (nonhighway road, nonmotorized, and ORV) and agency professionals. These individuals assist IAC by providing program recommendations regarding the technical merits of proposals, policies, and procedures. This committee also sits as the evaluation team for ranking grant requests. Membership is by appointment of IAC's Director.

January

Project Evaluation Meeting. This meeting allows Advisory Committee members to assess project merits after listening to each applicant respond to the evaluation questions found in the appendix to this manual. After scoring all projects, the Advisory Committee meets to agree on final rankings.   The ranked list of projects is the foundation for funding recommendations to IAC's board.

February/March

IAC Approves Funding. IAC makes funding decisions in an open meeting where public testimony is encouraged. At this meeting, IAC staff summarizes all applications. Applicants are encouraged, but not required, to attend.

SECTION 4 – PROJECT SELECTION

NOVA PROJECT REVIEW & SELECTION PROCESS

IAC Project Staff. Each applicant is assigned an IAC staff member. A list of grant managers and their geographical assignments in the state is available from IAC (www.iac.wa.gov). The role of these managers is to provide assistance with the application process. The managers may visit the project site with the applicant to discuss details of the project.

NOVA Advisory Committee. The NOVA Advisory Committee (chapter 46.09.280) is composed of recreationists (NHR, NM, and ORV), and agency professionals. These individuals assist IAC by providing program recommendations regarding the technical merits of proposals, policies, and procedures. This Committee also sits as the evaluation team to rank grant requests. Membership is by appointment of IAC's Director.

Project Review. Approximately a month after the grant application due date, IAC staff sends key application material to the Advisory Committee. In response, members provide feedback regarding: • clarity of the proposal's objectives, maps, etc.; • reasonability of the project's costs and benefits; • what, if any, changes should the applicant consider. In turn, in advance of project evaluations, IAC staff provides this feedback to each applicant. Applicants then have an opportunity to consult with IAC staff to determine what, if any, changes may be desirable to improve the project.

Project Evaluation. The purpose of evaluations is to assess the merits of and rank each project using the questions found in the appendices to this manual. Before the evaluation meeting, IAC sends evaluators information from the applications that includes project summaries and cost estimates. By appointment, applicants appear before the Advisory Committee and, over a period of about 25 minutes, orally respond to each evaluation question *and* any Advisory Committee queries.

Though applicants use PowerPoint or other media to assist with their presentation, funding relies heavily on their oral responses to the evaluation questions. For help with responses, applicants should consult with their IAC grant manager. Letters and other documented expressions of project support will *not* be provided to the Advisory Committee/evaluation team. Applicants should, however, summarize this support when responding to the *Project Support* evaluation question (#5). Complete copies of all such support material must be provided to IAC.

After individually scoring all projects using the criteria, the Advisory Committee meets to discuss the projects. At the conclusion of this open and publicly announced meeting, final ranking recommendations are decided (*Funding Process,* Page 4). (In order to ensure that all projects are treated equally, no project-related testimony from visitors is taken at this meeting.) The resulting ranked list of projects is the foundation for funding recommendations to IAC's board.

Evaluation Questions. The purpose of the evaluation questions is to measure the:

‣ Need for the project
‣ Benefits of the project
‣ Technical merits of the project
‣ The degree to which the project meets the policies in the current *NOVA Plan*.

IAC Project Funding Meeting. IAC's board makes final project funding decisions in an open meeting where public testimony is encouraged. At this meeting, IAC staff summarizes all applications. Applicants are encouraged, but not required, to attend.

Education & Enforcement Projects
Scoring Criteria

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NOVA Evaluation Criteria Summary Education and Enforcement Projects				
Scoring	Number	Item	Mult/Mx	NOVA Plan Policy
Team	1	Need	3/15	A-1, B-1, B-4
Team	2	Need satisfaction	3/15	A-1, B-1, B-4
Team	3	In-field contacts	2/10	B-2
Team	4	Targeting current users	2/10	B-3
Team	5	Project support	2/10	A-1, B-4
IAC Staff	6	Matching shares	1/5	A-1, B-4
TOTAL POINTS POSSIBLE			65	

KEY:

IAC Staff = Criterion scored by IAC staff
Team   = Criterion scored by the evaluation team
Item   = Criteria title
Mult/Mx   = *Mult*iplier and *max*imum points possible
Policy   = *NOVA Plan: 2002 - 2008*

Education & Enforcement Projects Scoring Criteria

Evaluation Questions

For each **Team Scored** question (1-5, below) descriptive text and bullets are provided to help applicants and evaluators. A successful proposal need not address each of these considerations, nor is the listing all-inclusive.

TEAM SCORED

1) **Need. What is the need for an E&E project in the applicant's jurisdiction?**
   NOVA Plan Policies A-1, B-1, B-4.

Considerations include:

▸ What NOVA[4] activities now occur in the project area? Few managed (legal) opportunities in the jurisdiction may imply that E&E staff will either have little to do or need to concentrate on stopping use in unsanctioned areas, which implies that the proposal will not directly support NOVA Program objectives.
▸ Does the presence of a quality E&E program eliminate a threat to the availability of the NOVA opportunities?
▸ In comparison to other jurisdictions, how many NOVA recreationists participate in the project area? A high number using facilities in the applicant's jurisdiction implies higher need.

   a. *No or very weak* need established. .... (0 points)

   b. *Fair - moderate* need established. ....(1-2 points)

   c. *Strong* need established. .... (3 points)

   d. *Very high – exceptional* need established. ....(4-5 points)

Evaluators award a maximum of 5 points which are later multiplied by 3.   Last revised 2004.

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[4]NOVA activities are: • NHR recreation (fishers, hunters, gatherers, sightseers, etc.), • nonmotorized recreation (hikers, horse riders, bicyclists, etc.), and • ORV recreation. For further information, see RCW 46.09.020.

~ Applicants: Respond only to bullets clearly relevant to your project. ~

TEAM SCORED

2) **Need Satisfaction. To what extent will this project meet the service area's E&E needs identified in question 1, above?**
   NOVA Plan Policies A-1, A-3, B-1, B-4.

A good E&E program will protect NOVA recreationists and reduce inappropriate behavior and thus help safeguard the availability of NOVA opportunities. A good proposal will *preserve (or satisfy) important service area opportunities (or needs)* through positive management techniques. Considerations include:

▸ To what extent do other programs meet E&E needs in this jurisdiction?
▸ How much experience and training do personnel assigned to this project have?
▸ To what extent has the applicant proposed using positive tools and techniques?
▸ Have the results of program effectiveness reports and/or client feedback surveys been provided?
   ▷ What do the reports/surveys say?
   ▷ What program improvement follow-up actions have been taken and what have been the results?

    a. *No or weak evidence of need satisfaction* .... (0 points)

    b. *Fair - moderate evidence.* Project fills only a small portion of
       the apparent or expressed need .... (1-2 points)

    c. *Strong evidence.* An important need will be addressed by
       the project, although that need will not be completely filled
       by the project as proposed .... (3 points)

    d. *Very high – exceptional evidence.* The project fulfills a critical need. .... (4-5 points)

Evaluators award a maximum of 5 points, which are later multiplied by 3.   Last revised 2004.

~ Applicants: Respond only to bullets clearly relevant to your project. ~

TEAM SCORED

3)　**In-Field Contacts. To what extent will the project address on-the-ground needs, including in-field contact with NOVA users during the high use season?**
NOVA Plan Policies B-2.

Considerations include:

‣ In what season(s) will the project be active? How does this correspond to the actual season(s) of high NOVA use?
‣ On which days (weekends, holidays, etc.) will the project be active in the field?
‣ When are any project employees scheduled to be absent on leave, attend conferences, training sessions, etc.?
‣ What portion of the budget is allocated to field support (for example, classroom presentations versus fuel for patrols?).
‣ What is the likelihood that employees will be directed to duties that are not NOVA related, such as highway patrol and related accident investigation, fire fighting, etc?

　　a.　*Evidence is vague* or it appears the proposal does not consider/
　　　　address in-field contacts and/or use seasons .... (0 points)

　　b.　*Fair – moderate evidence.* The proposal does a poor or below
　　　　average job of addressing in-field contacts and/or use seasons .... (1-2 points)

　　c.　*Good.* The proposal does an above average job of addressing
　　　　in-field contacts and use seasons. .... (3 points)

　　d.　*Very good – excellent.* The proposal does an outstanding/exemplary
　　　　job of addressing in-field contacts and use seasons .... (4-5 points)

Evaluators award a maximum of 5 points, which are later multiplied by 2.　　　　　　　　Last revised 2004.

~ Applicants: Respond only to bullets clearly relevant to your project. ~

TEAM SCORED

4) **Targeting Current NOVA Users. To what extent will the project focus on needs created by current *versus* potential NOVA recreationists?**
    NOVA Plan Policy B-3.

Considerations include:

‣   How successfully does the project directly serve NOVA users? For example, has it been shown that the audience of any proposed classroom instruction, fairs, or mall shows will reach a high number of current NOVA users?
‣   Have any mass media elements (publications, radio/television spots, websites, etc.) been shown to have a favorable benefit-to-cost ratio at reaching current NOVA users?

    a. *Evidence is vague* or it appears the proposal does not consider/
        address the need to target *current* NOVA recreationists..(0 points)

    b. *Fair – moderate evidence.* The proposal does a poor or below
        average job of targeting *current* NOVA recreationists. .... (1-2 points)

    c. *Good.* The proposal does an above average job of targeting
        current NOVA recreationists..(3 points)

    d. *Very good – excellent.* The proposal does an outstanding/exemplary
        job of targeting *current* NOVA recreationists.. (4-5 points)

Evaluators award a maximum of 5 points, which are later multiplied by 2.   Last revised 2004.

~ Applicants: Respond only to bullets clearly relevant to your project. ~

TEAM SCORED

5) **Project Support. To what extent do users and the public (statewide, community, and/or user groups) support the project?**
   NOVA Plan Policy A-1, B-4.

Support can be demonstrated in both financial and non-financial ways and varies depending upon the project type. In scoring this question, evaluators consider the type of support that is most relevant to the project. Examples of user and public support/endorsement include:

‣ Voter approved initiatives and/or bond issues.
‣ Donations of • labor, • equipment, • money and/or • materials to help complete the project.
‣ Advisory board approval, completion of a public planning process that endorsed this project.
‣ Positive letters, oral testimony at public meetings, support from "friends/user groups".
‣ Positive (or the absence of extensive negative) media coverage.

     a. *No or very weak evidence* presented. .... (0 points)

     b. *Minimal – fair specific evidence* of support... (1-2 points)

     c. *Moderate* support.. (3 points)

     d. *Exceptional – overwhelming* support... (4-5 points)

Evaluators award a maximum of 5 points, which are later multiplied by 2.   Last revised 2004.

~ Applicants: Respond only to bullets clearly relevant to your project. ~

SCORED BY IAC STAFF

6) **Matching Shares. What percentage of the total project cost is the applicant contributing?**
NOVA Plan Policies A-1, B-4.

IAC staff scores this question based on information provided in the application. Only elements considered reimbursable are eligible for use as an applicant's match. (Manual #13, page 6.) No additional information is required.

   a. 0 to 6 percent of the project's value will be contributed...(0 points)

   b. 6.01 to 12 percent of the project's value will be contributed..(1 point)

   c. 12.01 to 18 percent of the project's value will be..(2 points)

   d. 18.01 to 24 percent of the project's value will be contributed. ....(3 points)

   e. 24.01 to 30 percent of the project's value will be contributed. ....(4 points)

   f. Over 30 percent of the project's value will be contributed...(5 points)

IAC project staff will award from 0 to 5 points; the multiplier is one.

Last revised 2004.

SECTION 5 – COMMON ACRONYMS

The following listing contains common acronyms and abbreviations used in the NOVA Program.

E&E   Education-Enforcement.

GMA   Growth Management Act.

IAC   Interagency Committee for Outdoor Recreation.

M&O   Maintenance and Operation.

NHR   Nonhighway Road; refers to the funding category and a roadway (RCW 436.09.020).

NM   Nonmotorized; refers to the funding category, also known as the *Ira Spring Outdoor Recreation Facilities Funds.* (RCW 46.09.020).

NOVA   Nonhighway and Off-Road Vehicle Activities.

ORV   Off-Road Vehicle; refers to the funding category and activity (RCW 46.09.020).

PMO   Primary Management Objective.

PRISM   Project Information Management System, the publicly available software used to track all aspects of IAC's grant management (applications, project status, location mapping, contracts, etc.).

RCW   Revised Code of Washington.

USC   United States Code.

WAC   Washington Administrative Code.

SECTION 6 – INDEX